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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Research Staff

DATE:

FROM : Chief, Language and External Training School

SUBJECT: Weekly Activities Report #16

A. SIGNIFICANT ITEMS

None

JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 36 NO CHANGE
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B. OTHER ACTIVITIES

1. Mrs. [] this week concludes nearly thirty-three months of service with OTR and nearly seven years with CIA. During nearly five of these years it has been my pleasure and privilege to have her as a partner in the creation, development and performance of activities entrusted to us in the Department of State and in CIA. In both instances she has applied her intelligence, initiative, imagination and industry, as well as her effectively agreeable personality, in the actual creation of her position and of her responsibilities. In both situations the result of her creation has been a major factor in any success of the office she has served. I sincerely hope that she may be able to return to OTR after her tour in []

2. I am pleased that I can turn to [] with confidence in her ability to continue the diverse activities of the position that Mrs. [] leaves. In the year and a half that she has been with LETS (and its antecedents) she has demonstrated real talent along the line of our requirements, and her experience here has given her acquaintance with the wide variety of activities and people of concern to us. I am confident that in her new responsibilities, she, too, will serve well LETS and OTR.

3. This week we officially welcome [] to LETS to succeed to [] position. We have known [] for several months, and when it came time for her assignment, we "elected" her to LETS and were pleased that she desired to be here.

4. We continue, as we have been for many months, to be short-staffed by two clerk-stenoes.

5. Language Proficiency Tests are being conducted this week in Russian, Macedonian and German. So far about two hundred (200) individual tests have been given to about one hundred and seventy (170) persons in eighteen (18) languages.

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25X1 6. [] attended the DDI/TLO meeting to answer questions on administrative matters pertaining to language training.

25X1 7. [] attended meeting of DDP Training Officers to discuss forthcoming language programs.

8. At the last series of Qualifications Review Panels two persons were certified for intensive Japanese and Russian. Decision on certification of a second for Japanese was deferred for further consideration. One person was certified for a semi-intensive course in German planned for this summer.

25X1 9. [] has spent parts of two days with LETS Staff.

25X1 10. [] is preparing an analysis of requirements for internal area courses for FY 1956. Her analysis will be used as a basis for determining LETS personnel requirements for area training. Requirements for part-time internal area training total 704 for FY 1956 and 742 for FY 1957.

25X1 11. [] are trying to work out a reasonable program for which "crash action" is requested to provide four-weeks training in French for one man from FE.

25X1 12. [] is initiating development of a descriptive catalog of the laboratory's tape collection. The collection now consists of about fifteen hundred (1500) master tapes, with a total of about fifteen thousand (15,000) tapes, in forty (40) languages. Completion of the catalog will take at least six months.

13. The School has organized and is now conducting a special Russian Grammar Review Course to provide extra assistance to persons who have shown in regular classes a need for special help in grammar. The course meets once a week for two hours, and is conducted by [] of SR. Participation was recommended for about twenty (20) people. For the first session six (6) persons arrived. 25X1

14. An intensive full-time Chinese Course conducted by the FSI for CIA started this week with four students from FE.

15. Three wives and one staff employee arrived for the first meeting of the second week of the special course in German arranged for dependents. Originally seven wives had indicated an interest in this course.

25X1 16. There will be two candidates for the September class of the Harvard Advanced Management Program. Each is a Division Chief; one is from DDI, the other from DDS. Mr. [] whose name was submitted to the university authorities for possible admission in February, does not want to be reconsidered. Supplemental information on the two candidates is being obtained to prepare meaningful briefs of the qualifications of each. The Executive Secretary, Agency Career Council has been alerted to the need for action by the Council. The Agency's nomination(s) should be received at Harvard by 15 May.

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17. [] has arranged to extend an invitation to Agency reservists to observe a special demonstration at Quantico on Thursday, May 5. This will be a special running of a "Joint Orientation for Civilian Organizations." It has already been conducted for the Secretary of Defense and other principal Defense Department Officials. Featured will be a combined arms demonstration of an "Attack on a Fortified Position," stressing the capabilities of helicopters. Uniforms will be required for attendance.

18. Indicative of the fact that the Basic Intelligence Course now offers much that was formerly only obtainable at the Strategic Intelligence School, only one application has been received for the next running of the SIS.

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19. The language laboratory was used a total of $566\frac{1}{4}$ hours.



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